

# Report Envelope

# SAMPLE

FIRM: A B C, Inc.  
 ADDRESS: 123 S. West St., Springfield MO 65877

Please do not include \$ from Special Events in this line

Don't forget to sign here

SIGNATURE \_\_\_\_\_  
 Authorized Company Representative



United Way fights for the Health, Education & Financial Stability for every person in every community we serve.

## United Way of the Ozarks

- Fill out the entire envelope – use the front of the campaign Report Envelope to be sure everything is included.
- Return pledge forms as follows:
  - White (original) – United Way
  - Yellow (middle copy) – Company
  - Pink (last copy) – Donor
- Enclose cash, checks, and white copy of the pledge forms. Please total cash & checks.
- Please do not include employee donations in corporate donation box.
- Return the signed Report Envelope to your United Way representative or call for pick up.

Please clip all cash or check donations to completed pledge forms

CORPORATE DONATION ONLY	Total Amount Pledged	Amount Paid	Balance To Be Paid
	100,000.00	ZERO	100,000.00

EMPLOYEE DONATIONS	Number of Donors	Total Donation	Amount Paid	Balance To Be Paid
Campaign Cash & Checks	27	\$ 475.00	\$ 475.00	XXXXX
Payroll Deduction Pledges	8,056	\$ 54,000.00	N/A	\$ 54,000.00
Direct Billing Pledges	319	\$ 16,942.00	N/A	\$ 16,942.00
Special Event Cash & Checks		\$ 5,034.00	\$ 5,034.00	XXXXX
<b>Total Employee Donations</b>	<b>8,402</b>	<b>\$ 76,451.00</b>	<b>\$ 5,509.00</b>	<b>\$ 70,942.00</b>

Total number of persons employed in organization 9,672

Please send statements:  monthly  quarterly  semi-annually  annually  do not send statements

FOR UNITED WAY USE ONLY	GRAND TOTAL	CASHIER'S RECAP TOTALS
ENVELOPE NO. _____	CASHIER'S INITIALS _____	Total Pledged \$ _____
BATCH NO. _____	DATE REC'D _____	Amount Paid \$ _____
	CASH _____	Unpaid Balance \$ _____
	CHECKS _____	
	PRD _____	

## THANK YOU!

**UNITED WAY OF THE OZARKS**